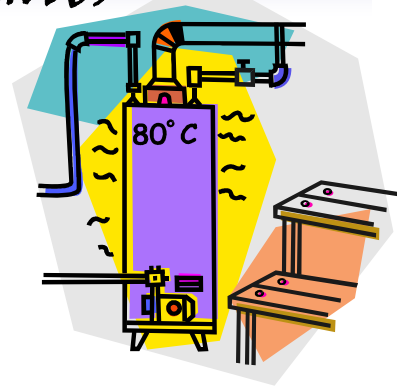


## Contractor Water Heater Permits

- ◆ Save time, gas and paper by obtaining Water Heater/Water Softener permits online
- ◆ Create a Contractor account in Click2Build
- ◆ Set up your customer permit applications
- ◆ Pay permit fees online using your company credit card
- ◆ Print permits from your office
- ◆ View listing of all permits associated with your Contractor's license



Access Construction Services Online by clicking on this icon from the



Development Services Home Page

[www.clarkcountynv.gov/depts/development\\_services](http://www.clarkcountynv.gov/depts/development_services)



## STEP BY STEP...

### Create Account

- From the Construction Services Online screen, click on 'Water Heater or Water Softener Permits' in the Explore box
- Click on 'Contractor Setup'
- Search for your Contractor name
- Select the correct Contractor name from listing
- Enter the Telephone Number associated with your State Contractor License number for validation
- Create a User Name, PIN (Confirm PIN), and provide an Email Address
- The account has now been initialized. An email will be sent to the email address provided containing a link that will allow you to enable the account.
- Click on the email link, and enter the User Name and PIN for the new account. The account will then become enabled
- Click on 'Contractor Log In' to continue to online Water Heater/Softener Permits online

### Set up permits

- Provide User Name and PIN for the established Contractor Account, Submit
- Click on 'Submit Application'
- Choose location selection option (Street Address is recommended)
- Enter the complete street address by providing Street Number, Direction, Street Name, and appropriate Suffix, Submit
- Select correct location from the listing provided
- Select Application Type and add any Notes necessary (Estimated Value, Square Footage and Tenant information is not required)
- Click to accept licensing affirmation to Continue
- Provide Contact information. Name and Email are required, phone number is recommended, Continue
- Verify data, and then Submit

### Pay and Print

- Click on Pay Now
- Review the Charges, click on Pay Now (do not use Back button on browser)
- Enter Credit Card information, and then click on Continue
- Review the information, and then click on 'Complete Transaction'
- View and print receipt page for your records. Make note of the application number at the top of the screen. This is the new permit number.
- To enter a new permit location application, click on 'Submit New Application', if transactions are complete, click 'Log Off'
- Within a few minutes of acceptance of application and payment, and email will be sent to the email address provided on the application.
- Click on View Printable Receipt to view and print permit.

# Development Services

## Contractor's Guide to Set Up, Pay For and Print Water Heater & Softener Permits on the Web



### **\*\*PLEASE NOTE\*\***

**TANKLESS WATER HEATERS:** A permit for the replacement of an existing tankless water heater with a new tankless water heater (same for same) can be obtained online. Online permitting is not available for the installation of a new tankless water heater where such a water heater did not exist before. Online permits are only available for projects that don't require plan review. Building Plans Exam requires you to submit two copies of an isometric gas line drawing in addition to a plumbing permit application for all new tankless water heater installations. Application for a new tankless water heater may be made at our Las Vegas Permit Application Center or our offices in Laughlin or Overton.

## TABLE OF CONTENTS

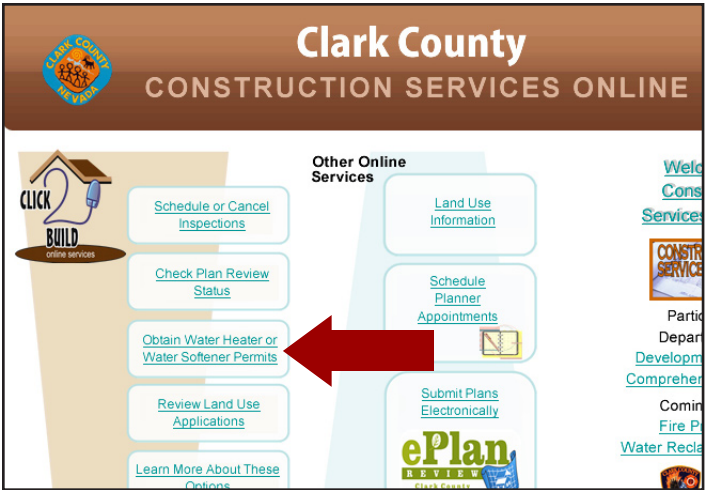
Part I: Setting Up a Contractor Account .....	Pages 2 - 3
Part II: Setting Up, Paying For and Printing a Permit .....	Pages 4 - 7
Part III: Re-Print Permit Records.....	Page 8

PART I  
Setting Up A Contractor Account

Follow these easy instructions to set up a contractor’s account to begin setting up and paying for water heater and softener permits online.



1 From our home page, click the “Construction Services Online” button.



2 Click the “Obtain Water Heater or Water Softener Permits” link.



3 Click “CONTRACTOR SET UP” in the blue menu bar on the left of the screen.



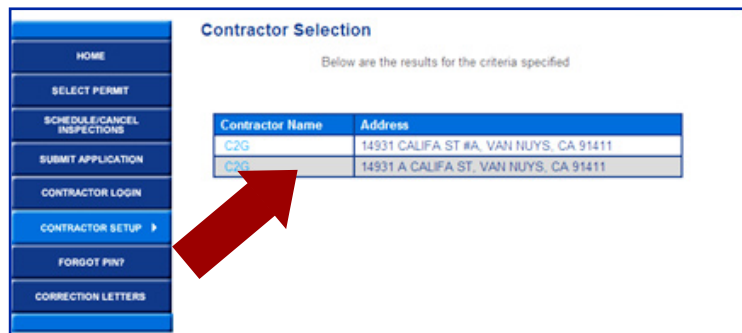
4 Development Services receives contractor listings weekly from the Nevada State Contractors Board (NSCB).

If you are registered with the NSCB, your name should be in our database.

Enter your contractor name and click “Submit” to search for your information.

- 5 If your contractor name is found, it will be displayed on this page.

Click the contractor name that refers to you.



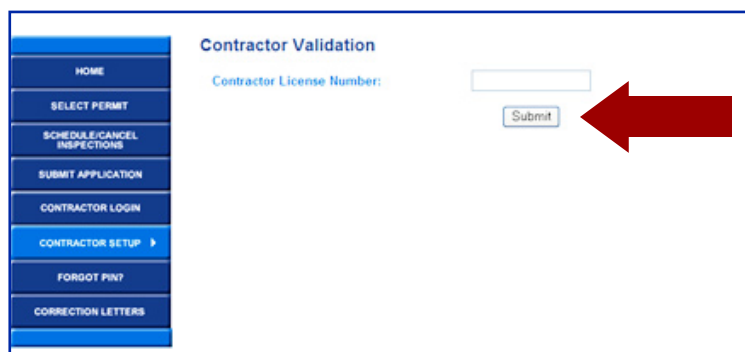
**Contractor Selection**

Below are the results for the criteria specified

Contractor Name	Address
C2G	14931 CALIFA ST #A, VAN NUYS, CA 91411
C2G	14931 A CALIFA ST, VAN NUYS, CA 91411

Navigation menu: HOME, SELECT PERMIT, SCHEDULE/CANCEL INSPECTIONS, SUBMIT APPLICATION, CONTRACTOR LOGIN, CONTRACTOR SETUP (selected), FORGOT PIN?, CORRECTION LETTERS

- 6 Enter your state of Nevada contractor license number and click “Submit” to validate.



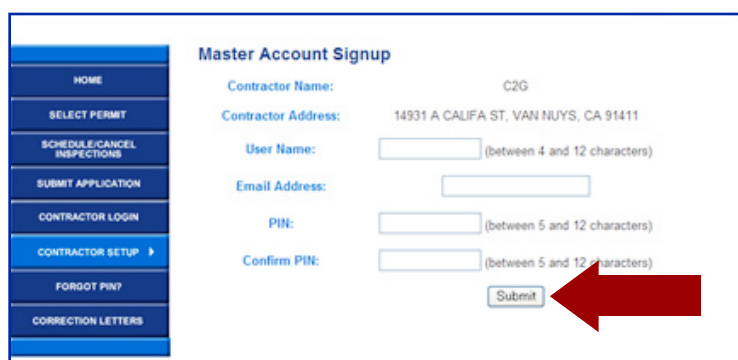
**Contractor Validation**

Contractor License Number:

Navigation menu: HOME, SELECT PERMIT, SCHEDULE/CANCEL INSPECTIONS, SUBMIT APPLICATION, CONTRACTOR LOGIN, CONTRACTOR SETUP (selected), FORGOT PIN?, CORRECTION LETTERS

- 7 Enter your desired user name, e-mail address and PIN. Click “Submit.”

You will receive an e-mail to confirm your contractor account login.



**Master Account Signup**

Contractor Name: C2G

Contractor Address: 14931 A CALIFA ST, VAN NUYS, CA 91411

User Name:  (between 4 and 12 characters)

Email Address:

PIN:  (between 5 and 12 characters)

Confirm PIN:  (between 5 and 12 characters)

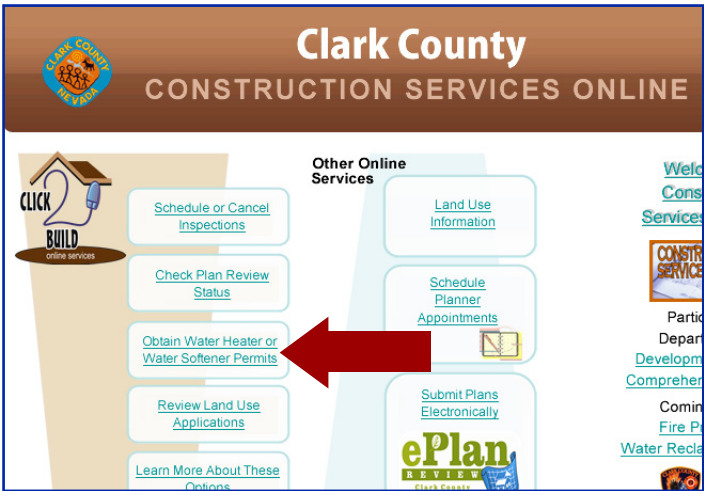
Navigation menu: HOME, SELECT PERMIT, SCHEDULE/CANCEL INSPECTIONS, SUBMIT APPLICATION, CONTRACTOR LOGIN, CONTRACTOR SETUP (selected), FORGOT PIN?, CORRECTION LETTERS

PART II  
Setting Up, Paying For and Printing a Permit

Follow these easy instructions to set up and pay for an online construction permit. After you’ve completed the steps below, your online construction permit will be e-mailed to you to be printed and maintained for your records.



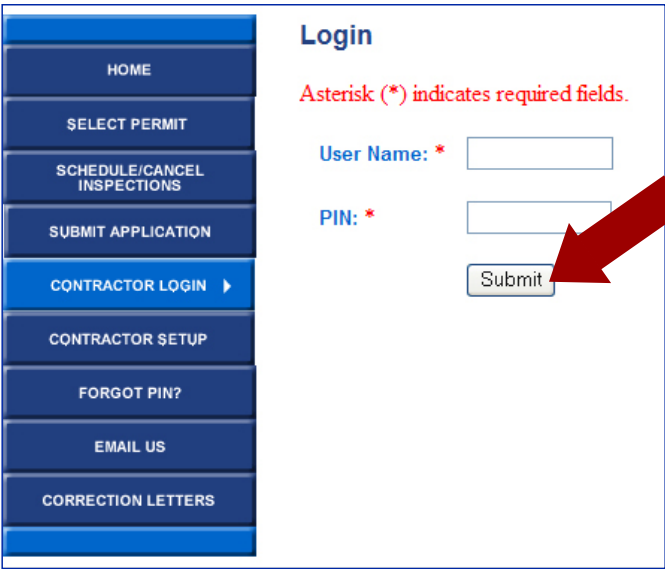
1 From the home page, click the “Construction Services Online” button.



2 Click the “Obtain Water Heater or Water Softener Permits” link.



3 Click “CONTRACTOR LOGIN” or the “Contractor” button.



4 Enter your username and PIN and click the “SUBMIT” button.

Click “SUBMIT APPLICATION.”

You have now started the application process for your permit!

Set Up, Pay For and Print Permits on the Web



HOME

SELECT ACCOUNT ▶

CHANGE EMAIL

LOGOFF

EMAIL US

SUBMIT APPLICATION

Press Submit Application button to apply for a Permit

To work with a specific permit select the contractor you would like to work with:

Contractor Name	Control Number	
BENTAR DEVELOPMENT INC	0020425	Delete

## 5 Click "SUBMIT APPLICATION."

You have now started the application process for your permit!

Submit an Application

There are three ways you can enter the location:

☒ Street Address:

Street Number: 4701

Street Direction: W

Street Name: russell

Street Suffix: RD - ROAD

☐ Enter the parcel number:

☐ Enter the owner's name:

Submit

## 6 Search for the site where you are performing the water heater or water installation by parcel number, address or owner name.

Click "Submit" to continue.

Submit Application

Address	Owner Name	Parcel Id
4701 W RUSSELL RD	COUNTY OF CLARK(ADMINISTRATIVE)	162-31-101-004

Next

## 7 One or more locations will display. Find your location and click on it.

Submit an Application

Complete the following information.

Address: 4701 W RUSSELL RD

Parcel: 162-31-101-004

Land ID #: 13435

Name: COUNTY OF CLARK(ADMINISTRATIVE)

General Location:

\* Application Type: WATER HEATER - SINGLE FAMILY RES INTERNET

☒ I hereby affirm that I am licensed under the provisions of NRS 624.283

Continue Clear

## 8 Use the drop down arrow to select the application type for the permit you wish to set up and print.

Click the box to affirm you are licensed contractor under the provisions of NRS 624.283 and click "Continue."

Submit an Application

Complete the following information.

Address: 4701 W RUSSELL RD

Parcel: 162-31-101-004

Land ID #: 13435

Name: COUNTY OF CLARK(ADMINISTRATIVE)

General Location:

Contractor Name: BENTAR

Please enter the contact information:

\* Contact Name: Joe Plumber

Address: 1234 First St.

Las Vegas, NV

Zip: 89118

Home Phone: (702) 555-5555

Work Phone: (702) 555-5555

Mobile Phone: ( ) - -

Misc Phone: ( ) - -

\* E-mail: joep plumber@bentar.com

\* denotes required field

Continue Clear

## 9 Enter your contact information and the e-mail address where the permit should be sent once the permitting process is finished.

Click "Continue."

**Submit an Application**

Please confirm that the following information is correct. If you need to change something, select the "Cancel" button. Otherwise, select "Submit" to submit your application.

Address: 4701 W RUSSELL RD  
Parcel: 162-31-101-004  
Land ID #: 13435  
Name: COUNTY OF CLARK(ADMINISTRATIVE)  
General Location:

Application Type: WATER HEATER - SINGLE FAMILY RES INTERNET  
Contractor: BENTAR

Contact Name: JOE PLUMBER  
Contact Address: 1234 FIRST ST. , LAS VEGAS, NV , 89118  
Home Phone: (702) 555-5555  
Work Phone: (702) 555-5555  
Mobile Phone:  
Misc Phone:  
Email Address: JOEPLUMBER@BENTAR.COM

Edit Cancel **Submit**

10 Check to ensure the contact information you entered is correct.

Click "Edit" to modify incorrect information. You will automatically be re-directed to Step 5.

Click "Cancel" to exit the on-line permit system.

Click "Submit" if the information is correct.

**Review Charges**

BP Charges

	Amount
WATER HEATER/SOFTNER( PF )	\$XX.XX
<b>BP Charges Total</b>	<b>\$XX.XX</b>
<b>Additional Charges</b>	
<b>Total Payment Amount:</b>	<b>\$XX.XX</b>

**Pay Now**

12 Review the charges and click "Pay Now" again to confirm that you are ready to enter your credit card information.

**Submit an Application**

Please print out and retain the following information for your records. Upon acceptance of your application, you will receive an email.

Address: 4701 W RUSSELL RD  
Parcel: 162-31-101-004  
Land ID #: 13435  
Name: COUNTY OF CLARK(ADMINISTRATIVE)  
General Location:

Your application number is: 09 - 00010826  
Your PIN # for this application is: 0560884234

Permit Type Code	Fee Code	Description	Fee Amount
WTRH	PF	WATER HEATER/SOFTNER	\$XX.XX

The standard fee for WATER HEATER - SINGLE FAMILY RES INTERNET is \$XX.XX

**Note Text** **Pay Now**

To speed up the final step of the application process, bring this information with you when you submit your plans and arrange for payment.

11 If the information regarding the location of the permitted work and permit fee amount are correct, click "Pay Now."

Please fill in the fields below with your card information. Please remember that the cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card which may be different from your home address.

**Account Information**

Card Type: Select a card type  
Card Number (No dashes or spaces):  
CVV2: What is this?  
Cardholder Name: First Name, MI, Last Name  
Credit Card Billing Street Address:  
City: State or Province: Select a state  
ZIP/Postal Code(no dashes):

\* indicates required information

**Continue** **Cancel**

13 Enter your credit card information and click "Continue."

NOTE: The card holder's name must appear exactly as it does on your credit card. Enter the billing address of the card holder.



**14** Next click “Complete Transaction” and wait for the receipt page to appear.

**15** Upon acceptance of your application and payment, you will receive an e-mail with your permit attached.

It may take a few minutes for the e-mail to arrive in your inbox.

Click the “View Printable Receipt” link to print your receipt for your records.

**Congratulations!**

You have just completed the process to obtain an online permit.

To enter a new application and repeat the previous steps to obtain another permit, click “Submit New Application.”

Or click “Log off” to return to the homepage if you’re finished applying for permits.

Continue to the next page in this guide to learn how to re-print a permit that has already been issued.

PART III  
Re-Print Permit Records

Follow these easy instructions to review and print permit records.



1 From the home page, click “DOCUMENT IMAGE SEARCH” on the blue menu bar to search for issued permits.

The screenshot shows the search results page. The header includes the Clark County logo and the text 'Development Services CLARK COUNTY, NEVADA'. Below the header is a blue navigation bar with links: 'DOCUMENT IMAGE SEARCH', 'INSPECTION SCHEDULING', 'PERMIT TRACKING', 'PERMITS ISSUED REPORTS', and 'ADDITIONAL ON-LINE SERVICES'. The main content area has two sections: '1. Select Application type:' with a dropdown menu set to 'Building Applications', and '2. Select Document Type:' with radio buttons for 'Application Number', 'Parcel Number', 'Street Address', 'Intersection', 'Plat Book / Page', 'Subdivision Name', and 'Recorded Document Number'. The 'Street Address' option is selected, and the address '4701 Russell' is entered. A red arrow points to the 'Find Address' button at the bottom of the form. The footer includes links for 'FAQS', 'FORMS', 'HOW-TO', 'GUIDES', 'NEWS', 'REFERENCES', 'HELP', and 'HOME'.

2 Under selection number 1, use the drop down arrow to choose the permit application type you wish to find. Choose “Building Applications” to search for water heater and softener permits.

Under selection number 2, search for permits using the parcel number or address of the site covered by the permit, or search by the actual permit number.

After you’ve entered selection data, click the “FIND ADDRESS” button to view recorded permits. This step may take a few minutes depending on the amount of archived permits for the site.

Click “VIEW” to display and print permit records.

3

The screenshot shows the search results page with a table of permit records. A red arrow points to the 'View' button for the first record. The table has columns for 'APPL. #', 'ADDRESS', 'Document Type', 'Date', 'Pages', and 'Rev #'. The records are as follows:

APPL. #	ADDRESS	Document Type	Date	Pages	Rev #
View 07-21-07	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	06/05/2007	2	
View 05-51090	4701 RUSSELL W RD	CERTIFICATE OF OCCUP	02/27/2006	1	
View 05-51090	4701 RUSSELL W RD	BLDG PRMT, COMMERC	02/27/2006	2	
View 05-51090	4701 RUSSELL W RD	ELEC PRMT, CONTRACT	02/27/2006	2	
View 05-17503	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	09/27/2005	2	
View 05-30409	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	07/06/2005	2	
View 05-9512	4701 RUSSELL W RD	ELEC PRMT, CONTR 35%	03/07/2005	2	
View 04-49024	4701 RUSSELL W RD	ELEC PRMT, CONTR	10/08/2004	2	